

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Accountant I (Specialist)	REPORTING UNIT NUMBER: 3273	
DIVISION/BRANCH OR CENTER: Accounting	LOCATION: CCC Headquarters Sacramento	
CLASS TITLE: Accountant I (Specialist)	POSITION NUMBER: 533-273-4177-003	EFFECTIVE DATE: April 1 2006

SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Relative time required) Indicate %	Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.
	Under the general supervision of the Accounting Administrator I (Supervisor), the Accountant I (Specialist) performs a variety of accounting duties that require knowledge of financial recordkeeping, basic principles of accounting, and governmental accounting principles and procedures.
40%	Travel and Relocation Claims and Advances. Assists the Accountant Trainee in the auditing of travel and relocation expense claims to ensure compliance with the State Administrative Manual (SAM), and Department of Personnel Administration (DPA) and Board of Control (BOC) requirements.
25%	Fringe Benefits and Business Expenses. Determines and reports fringe benefit and business expense taxes to the State Controller's Office. Liquidates travel and expense advances and prepares claim schedules to reimburse the Office Revolving Fund.
25%	Miscellaneous Claims. Audits airline, car rental, American Express, and travel agency invoices, which are submitted to the State Controller's Office for payment, for compliance with private and state contract rates. Maintains spreadsheets and prepares schedules of payments for the Employment Development Department and sales tax payment invoices for the Board of Equalization.
5%	Uniform and Tool Reimbursements. Audits and schedules reimbursement payments for all uniformed staff and staff that require tools for their employment to ensure compliance with SAM, DPA and BOC requirements, and the bargaining unit contracts.
5%	Travel Coordinator. Serves as the department's travel coordinator. Maintains the business travel and American Express Card accounts. Acts as the liaison between control agencies, headquarters, and service district employees in travel-related issues.